



## State of New Jersey

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April 2, 2007

### DIRECTIVE NO. 74

SUBJECT: Approval and Written Notification of Emergency Management Exercises and Actual Occurrences

Emergency management exercises are an effective means to assess planning and training programs, develop and sustain public/private interest and awareness of emergency management programs, and improve preparedness initiatives for all hazards that could potentially threaten our state, its citizens, the environment and property. Exercises are therefore, vitally important, functionally invaluable and encouraged for all levels of government and the private sector.

In conjunction with this philosophy, all exercise activities must also be coordinated through and pre-announced to the state, the county and any affected municipalities. For obvious reasons and to ensure the safety of the potentially affected population, governing bodies must be aware of the activities in advance so that they can properly inform any concerned parties (surrounding communities, media, etc.) that the activities are of an exercise nature and that there is no need to be alarmed.

Any entity (municipal, county, private organization, etc.) in this state, wishing to conduct and receive credit and recognition for any emergency management or homeland security type exercise activity (orientation, drill, tabletop, functional or full scale) or seek exercise credit for an actual occurrence, must submit their request through the appropriate county office of emergency management utilizing the newly developed State Exercise Tracking and Reporting System. Requests to conduct exercises shall be forwarded by the county office of emergency management and to the respective New Jersey Office of Emergency Management Regional Office at least thirty days prior to the anticipated start date of the activity. Requests to receive credit for exercises and/or actual occurrences will be forwarded in the same manner, no later than thirty days after termination of the activity. Utilization of this resource will prove invaluable to New Jersey's homeland security and emergency/disaster preparedness efforts by providing the ability to record, track, collate and compare, all statistical data pertaining to these activities throughout the state. Failure to comply with this Directive will result in a denial to conduct and/or receive credit for the activity and





therefore all efforts commensurate with that activity shall go unrecognized.

It shall be incumbent upon the counties of this state to ensure that every municipality within their respective jurisdiction, is familiar with and adheres to this Directive. All notifications, including but not limited to, requests to conduct an exercise and requests for credit after the completion of an exercise or an actual occurrence, shall follow this process utilizing the State Exercise Tracking and Reporting System. If a municipality or other entity submits exercise or actual occurrence documentation to a county office of emergency management by means contrary to the utilization of this system, it shall become the responsibility of that county office of emergency management to transcribe the activity data into the State Exercise Tracking and Reporting System, prior to forwarding documentation to the appropriate Regional Office.

Approval to conduct an exercise, grant credit for conducting an exercise or grant credit for an actual occurrence, shall be electronically transmitted to the requesting entity by the New Jersey Office of Emergency Management Regional Office. This shall be accomplished through the utilization of the State Exercise Tracking and Reporting System, within ten days of receipt by the Regional Office. It is recommended that the responsible county agent submit all requests to not only their respective Regional Field Representative but also to the Regional Office Supervisor and appropriate clerical staff, in order to ensure that multiple parties are aware of the request(s).

The State Office of Emergency Management through the State Exercise Officer, will be responsible for administratively coordinating all exercises sponsored, supported and/or conducted for departments and agencies of state government. This responsibility will also extend to the various business and industry sectors of our state, to include institutions of higher education. All pertinent reports associated with the State Exercise Tracking and Reporting System for these entities, shall be the responsibility of the State Exercise Officer or his/her designee.

Emergency management programs at all levels of government are expected to encourage regular and comprehensive exercise participation by private sector entities that exist in their respective jurisdictions. Those private businesses and industries, school systems, not-for-profit agencies and volunteer organizations that elect to sponsor and/or conduct drills or any other exercise activity, should be routinely advised of the importance of doing so in coordination with their public sector partners, county and municipal offices of emergency, and other support organizations. By following this protocol, county and municipal governments can provide assistance to these entities and monitor their activities through the utilization of the State Exercise Tracking and Reporting System.

In the event that a proposed exercise has the potential to affect traffic on a county roadway, the county emergency management coordinator will obtain permission for its use, from the County Board of Chosen Freeholders.

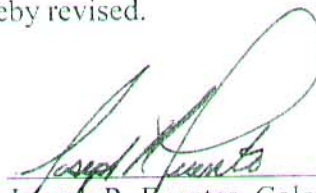
If a proposed exercise has the potential to affect traffic on a state roadway, approval for its use will be obtained from the New Jersey Department of Transportation through the State Office of Emergency Management.

These provisions are prescribed in Title 39, Section 39:4-197.1, Revised Statutes, New Jersey Motor Vehicle and Traffic Regulations, which states:

“PROHIBITING NORMAL TRAFFIC ON COUNTY OR STATE HIGHWAY: CONSENT OF BOARD OF CHOSEN FREEHOLDERS OR HIGHWAY COMMISSIONER NECESSARY. No municipality in the exercise of its power to regulate parades, processions or assemblages, shall prohibit normal traffic on any county or state highway without the consent of the Board of Chosen Freeholders in the case of a county highway or the consent of the State Highway Commissioner in the case of a state highway.”

In accordance with Federal Communications Regulations, Paragraph 97.193(b), all messages which are transmitted in connection with exercises, drills or tests shall be clearly identified as such, at the beginning and end of the message, by use of the words “THIS IS AN EXERCISE”, as appropriate in the body of the message.

Directive No. 74, dated April 5, 2004, is hereby revised.

A handwritten signature in dark ink, appearing to read "Joseph R. Puentes", is written over a horizontal line.

Joseph R. Puentes, Colonel  
Superintendent  
State Director  
Office of Emergency Management